

EOPS drug lab investigation

Detective Lieutenant Robert Irwin (AGO) and Detective Captain Joseph Mason (POL)

Items requested from BLS (Julie and Linda)

8/6/12

Wherever possible, they would like the items requested below to encompass the entire duration of A. Dookhan's employment at BLS, ie, from 11/2/2003 to 2012.

HR

1. Copy of A. Dookhan personnel file (*OK to release?*)

IT

2. Drug lab specimen test volumes by chemist by year tested, since 11/2/2003 (*IT query*)
3. 3W proximity card reader data for as long as the proximity card reader systems has been in use (*IT query*)
4. Confirmation that there is no mechanism to run a similar room access report with the palm reader system. (*done*)

DRUG LAB

5. Copy of lab policies and procedures, including memo describing changes to process for signing out specimens for testing (*Julie*)
6. Specimen receipt logs since 11/2/2003 (*refer to original documents*)
7. Work schedules of all drug lab employees (*refer to Chuck*)
8. Floor schematic for 3W (*Julie*)
9. (HR does not have this info) List of all personnel associated with the drug lab, since 11/2/2003, with dates of employment. For those who no longer work here, where are they now? (*refer to Chuck*)
10. (HR does not have this info) Attendance records for A. Dookhan, Gloria Phillips, Shirley Sprague, since 11/2/2003. Of note, BLS HR no longer has access to electronic records for GP and SS. BLS does have e-records for AD since 2010 (2 year limit), but the records only include number of hours of SIC, VAC, REG, etc, without times in and out. Those would have to be retrieved from handwritten timesheets. (*refer to original documents*)